

# Surry County Clerk of Circuit Court

## Secure Remote Access Site Application Information

### Application Process

1. Secure Remote Access: The Clerk will provide a secure remote access system. This system will allow the subscriber to access digitized land records and other selected records maintained by the Clerk in a digitized format. The records available on the secure remote access site are listed in Attachment A of the **Surry County Clerk of Court Secure Remote Access Site Subscriber Agreement**. The Clerk reserves the right to modify the available records from time to time.
2. Application: A potential subscriber must complete Surry County Secure Remote Access Site Application. A copy of the application must be picked up at the Clerk's office, or downloaded at [www.surryvacocc.org](http://www.surryvacocc.org). There are different versions of the application and Contract for businesses and individuals. The applicant must complete the application and present the application in person or by U. S. Mail to the Clerk's office.
3. Submission of Fees: Applicants shall submit payment with their application by check made payable to Clerk of Circuit Court. Please reference secure remote access annual fee in the reference line of the check.
4. Submission of Signed Contract: All applicants shall submit the **Surry County Clerk of Circuit Court Secure Remote Access Site Subscriber Agreement** with the application. The applicant shall sign the agreement, if the applicant is an individual. An authorized representative of the business entity shall sign the agreement if the applicant is a business entity.
5. Terms of Agreement and Fees: The term of this agreement is one year. The annual fee is \$600.00 per user, and payments must be made at a minimum of quarterly installments (four payments of \$150.00). Also users may pay semi-annually (six (6) months at \$300.00 or yearly at \$600.00). The Clerk reserves the right to change the fees for providing access. Any change in fees will not affect any current subscribers during the term of the agreement. The new fees will be in effect for the next one-year term.
6. Approval of Application: The Clerk may approve or deny the application for secure remote access. Such approval is at the complete discretion of the Clerk. Applicants will be notified of the decision on their application, with successful applicants being provided with their usernames and passwords for access to the site. The Clerk will return the check for the submitted fee along with notification of denial of the application for any applicant, which is denied approval.

### Checklist

- ✓ Complete and submit an Individual or Business **Surry County Secure Remote Access Site Application**
- ✓ If a Business, complete and submit an Individual **Surry County Secure Remote Access Site Application** for each user identified in the Business Application
- ✓ Complete and submit the **Surry County Secure Remote Access Site Subscriber Agreement**
- ✓ Submit a Check payable to the Clerk of Circuit Court in the minimum amount of \$150.00 up to \$600.00 for each user identified in the application.